



How to Run a Meeting

The business of MPHOA is conducted at Board and Committee meetings. MPHOA committee meetings must be conducted in an organized and consistent fashion, much like the Board meetings. Rules for the conduct of meetings are designed to allow business to be conducted as expeditiously and efficiently as possible with due regard for the rights of all concerned.

Committee members are expected to understand the CC&Rs and Committee Policies so that they can make fair and consistent applications of the policies to their decisions

Functions and Duties of the Committee Chair

1. Meetings must follow Robert's Rules of Order (available on the website).
2. Work with staff to create the agenda with input from other Committee members at least 5 days in advance.
3. To ensure quorum requirements are met (50% plus one).
4. To call the meeting to order at the appointed time and date.
5. To ensure that the governing documents of the MPHOA and all relevant statutory requirements are observed.
6. Follow the agenda as much as possible and keep discussions on track.
7. Allow Committee members and homeowners the opportunity to address the Committee where appropriate.
8. To see that all motions proposed are within the scope of the meeting and powers of the association.
9. Stick to the facts, avoid opinion statements, and keep discussions appropriate.
10. To declare the meeting adjourned and announce the next meeting time and date.

Procedures for Handling a Motion

1. See Robert's Rules of Order for more information. Committee members propose motions with an "I move that..." statement.
2. Another Committee member must second the motion if they agree and want to bring the motion to a vote.
3. The Committee can then discuss the motion and make minor "friendly" amendments.
4. The Committee Chair then brings the motion to a vote and the motion passes if a majority of voters are in favor.

Functions and Duties of Committee Members

1. Understand all MPHOA CC&Rs and Committee standards and apply them appropriately to discussions and motions.
2. Act in the best interests of MPHOA by adhering to all policies and standards. Base decision making on policy and precedent.
3. Disclose any possible conflict of interest and abstain from commenting and voting on such issues. Please see Conflict of Interest Policy for more information.
4. Submit any agenda items to Committee Chair and staff at least 7 days before the meeting.
5. Inform Committee Chair and staff if unable to attend a meeting so a quorum can be established.
6. Review all meeting documents prior to the meeting date and prepare questions or discussion topics to expedite proceedings.



7. Propose or second motions as needed and within the scope of the meeting as well as the powers of the Association. Vote or abstain on motions.
8. Adhere to MPHOA Confidentiality and Conflict of Interest policies. Abstain from discussion or voting on topics that may create a conflict of interest.
9. Follow agenda items and keep discussion on topic.
10. Avoid comments or statements that could be considered inappropriate. See Section on Libel, Defamation, and Slander for more information.
11. Review meeting minutes and provide additions or changes as needed.
12. Respond to Committee communication between meetings in a timely fashion (72 hours).

Functions and Duties of Staff

1. Assist Committee Chair with preparation of agenda and meeting documents.
2. Provide agenda and meeting documents to all Committee members at least 72 hours before the meeting.
3. Answer questions regarding agenda items from the Committee.
4. Provide Department Updates with relevant information and KPIs for the Committee.
5. Advise on certain issues that may pertain to day-to-day functions and procedures.
6. Assist with summaries for violation hearings and other Committee business as needed.
7. Communicate Committee decisions to homeowners within 7 days of the meeting.
8. Record meeting minutes and distribute for Committee review prior to the next meeting.